



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, Ohio 43211-2474
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localrecs@ohiohistory.org
www.ohiohistory.org/lgr

OHIO HISTORY CONNECTION

OCT 01 2019

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Hamilton, Ohio

Finance

(Local Government Entity)

(Unit)

[Signature]

Matthew McKinney

Assistant Finance Director

9/25/19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

City of Hamilton

Records Commission

513-785-7007

(Telephone Number)

345 High St

Hamilton

45011

Butler

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:
tim.werdmann@hamilton-oh.gov

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

[Signature]

10/01/19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

[Signature]

Govt. Rec. Archivist

10/8/19

Signature

Title

Date

Section D: Auditor of State

[Signature]

Records Mgr

10-14-19

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FIN2017 002	GENERAL CORRESPONDENCE	2 YEARS	Paper or Electronic		<input type="checkbox"/>
FIN2017 008	COPIES OF AGENDAS AND MINUTES	RETAIN UNTIL NO LONGER ADMIN. NECESSARY	Paper or Electronic		<input type="checkbox"/>
FIN2017 011	PAYROLL RECORDS (INCLUDING TIME SHEETS, COMP TIME RECORDS, LEAVE FORMS, PAYROLL CHANGE NOTICES)	3 YEARS PROVIDED AUDITED	Paper or Electronic		<input type="checkbox"/>
FIN2017 012	PURCHASE ORDERS, REQUEST FOR CHECKS, INVOICES, CASH REPORTS, VOUCHERS	3 YEARS PROVIDED AUDITED	Paper or Electronic		<input type="checkbox"/>
FIN2017 017	ACCOUNTS PAYABLE RECORD	3 YEARS PROVIDED AUDITED	Paper or Electronic		<input type="checkbox"/>
FIN 2017 022	ASSESSMENT RECORD	UNTIL PAID PROVIDED AUDITED	Paper or Electronic		<input type="checkbox"/>
FIN2017 025	BANK ACCOUNT STATEMENT	3 YEARS PROVIDED AUDITED	Paper or Electronic		<input type="checkbox"/>
FIN2017 031	CASH RECEIPTS AND DISBURSEMENTS LEDGER	3 YEARS PROVIDED AUDITED	Paper or Electronic		<input type="checkbox"/>
FIN2017 063	RECEIPTS/RECEIPTS BOOKS	3 YEARS PROVIDED AUDITED	Paper or Electronic		<input type="checkbox"/>
FIN2017 068	RECONCILIATION SHEETS, BANK ACCOUNTS	3 YEARS PROVIDED AUDITED	Paper or Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
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					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>

Audited means: the years
encompassed by the records
have been audited by the
Auditor of State and the
audit report has been
released pursuant to
Sec. 117.26 O.R.C.